



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

CHARLES D. BAKER
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KARYN E. POLITO
Lieutenant Governor

KRISTEN LEPORE
Secretary

PAUL DIETL
Chief Human Resources Officer

MEMORANDUM

TO: Physical Abilities Test Monitors-in-Charge

FROM: Bruce T. Howard, Jr.
Director of Operations
Civil Service Unit

DATE: June 06, 2016

RE: Adverse Weather Policy

It is the policy of the Human Resources Division (HRD) that Physical Abilities Tests (PAT) may be cancelled due to inclement weather conditions.

If weather conditions deteriorate, or if conditions would prohibit the opening of a PAT site, HRD senior management may make a determination to cancel scheduled PAT testing based on the following criteria:

- A declaration of a state of emergency by the Governor of the Commonwealth.
- An announcement excusing state employees from reporting to their work locations.
- Massachusetts Emergency Management Agency (MEMA) restricting travel.
- A local or regional emergency that restricts travel.

Monitors-in-Charge that are affected by a closure of the PAT site will be informed of the determination to cancel the PAT by telephone. PAT monitors will be informed of the determination to cancel a PAT by their Monitor-in-Charge. Monitors-in-Charge should contact HRD to advise management of any weather conditions that may lead to the closure of the PAT site (e.g. test floor ambient temperature of 86° or greater with relative humidity of 60° or greater; a heavy snow fall; or any other extreme weather condition).

Using the daily roster of scheduled PAT candidates, HRD's Examination Administration Team will contact all departments who scheduled candidates to appear at the cancelled PAT. HRD staff will also contact local and statewide media organizations to relay the cancellation decision to the general public. Cancellations will be announced on WBZ television in Boston as well as WHYN Radio 560 AM and 93.1 FM in Springfield. For the latest updates please follow Civil Service on Twitter [@MACivilService](https://twitter.com/MACivilService) or call (617) 878-9756.

If you have any questions or comments on this policy, please feel free to contact HRD at 617-878-9700.